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COMDTNOTE 5330

19 AUG 2002

COMMANDANT NOTICE 5330

CANCELLED: 30 SEP 2003

Subj: IMPLEMENTING AND EVALUATING A PILOT GLIDING FLEXIBLE WORK
SCHEDULE AND CREDIT HOUR PROGRAM

- Ref: (a) Title 5, United States Code (5 U.S.C.), Chapter 61, Subchapter II
(b) 5 Code of Federal Regulations, Part 610, Subpart D
(c) DPM Letter 610-02, Alternative Work Schedules (AWS)
(d) DPM Letter 610-03, Alternative Work Schedules (AWS)
(e) Public Law 99-196 dated 23 Dec 85, Amendment of Federal Employees and
Compressed Work Schedules Act of 23 Jul 83.
(f) Public Law 97-221, Federal Employees and Compressed Work Schedules Act
of 23 Jul 82.
(g) Office of Personnel Management (OPM) Handbook On Alternative Work Schedules
(<http://www.opm.gov/oca/aws/index.htm>)
(h) Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. This Notice authorizes local commands to implement a Gliding Flexible Work Schedule and/or Credit Hour Program for trial period of at least nine months for civilian and military members. The law prohibits use of this pilot program for members and employees working on a Compressed Work Schedule. The policy and procedural requirements in this notice reflect the requirements of references (a) through (g) and do not conflict with the provisions of reference (h).

DISTRIBUTION – SDL No. 139

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NON-STANDARD DISTRIBUTION:

2. ACTION. Action officials include area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Notice are followed. Prior to implementing the pilot Gliding Flexible Work Schedule and/or Credit Hour Program, local commanders must ensure their labor relations responsibilities have been met. Internet Release Authorized.
3. DIRECTIVES AFFECTED. Compressed Work Schedules for Coast Guard Members, COMDTINST, M5330.9 remains in effect. This Notice temporarily authorizes a Gliding Flexible Work Schedule option and Credit Hour Program under the authority of 5 U.S.C. 6120-6126.
4. COVERAGE. This Notice applies to: (1) full and part-time civilian members, including Non-appropriated Fund (NAF) civilians; and, (2) military members. Commands may include or exclude selected units or categories of members to enable meeting organizational goals, missions, or needs, consistent with labor-management considerations. While military members are not specifically covered under references (a) through (g), they should be included by organizations when implementing a pilot Gliding Work Schedule and/or Credit Hour Program (within the guidelines and procedures established for Service members). Therefore, nothing in this Notice shall be considered to supersede guidance found in reference (h). Program requirements are provided at enclosure (1); a sample local instruction is provided at enclosure (2); and a sample evaluation report is provided at enclosure (3).
5. BACKGROUND. Implementing a Gliding Flexible Work Schedule and a Credit Hour Program offers the Coast Guard additional flexibilities for recruiting and retaining a high quality, diverse workforce. The pilot program reflects our support of these goals.
6. EFFECTIVE DATE. The pilot program will be available for use from 31 July 2002 through 30 September 2003. It must be implemented for at least a nine-month period, but can extend beyond nine-months based on the needs of the action officials. Use of the pilot program expires on 30 September 2003. After review of participants' evaluations, a decision will be made regarding permanent authorization of these work schedules.


T.W. ALLEN
CHIEF OF STAFF

Enclosures: (1) Nine-Month Pilot Program Description
(2) Sample Local Notice
(3) Evaluation Form

Gliding Flexible Work Schedule and/or Credit Hour Pilot Program Description

1. Definitions:

- a. Gliding Flexible Work Schedule: Allows employees/members working a gliding flexible work schedule to make daily changes in start and stop times within hours defined by local management (flexible time bands). Local management may also specify a mid-day flexible time band including an uncompensated lunch break of at least 30 minutes. A flexible mid-day time band allows an employee/member to extend the work day to accommodate personal needs such as: exercise programs, appointments, or other short term errands. This program may be established for all members not participating in a Compressed Work Schedule program.
 - b. Credit Hour Program: Allows full and part-time employees/members to elect credit for work performed beyond their basic schedule. The law limits the number of bi-weekly carry over credit hours to 24 hours for full time employees. The number of credit hours for part time employees is pro-rated. A Credit Hour Program may be established for members who are not participating in a Compressed Work Schedule program. Members of the Senior Executive Service and Flag equivalents are legally prohibited from participating in a Credit Hour Program.
 - c. Delegation of Authority. The authority to approve a nine-month (minimum period) Gliding Flexible Work Schedule and/or Credit Hour Program for appropriated fund civilians is delegated to: area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff divisions at Headquarters. These officials may redelegate authority to implement this pilot program to organizational units under their command, subject to labor-management negotiation obligations. Guidance for developing a local plan is available through the servicing Command Staff Advisors (CSA's) for appropriated fund civilians; and through the Coast Guard Morale and Exchange System (G-WPX) for Non-Appropriated Fund (NAF) civilians.
- ### **2. Labor-Management Considerations**. The development, establishment, termination, or modification of a pilot Gliding Flexible Work Schedule and Credit Hour Program for bargaining unit civilian members is subject to the requirements of 5 U.S.C., Chapter 71, and any existing negotiated agreements, and requires union negotiations, where applicable.
- ### **3. Pilot Program Establishment**.
- a. Written approval (including electronic approval) through the chain of command is required from action officials prior to implementing a Gliding Flexible Work Schedule and/or Credit Hour Program. Action officials must also electronically mail jleung@comdt.uscg.mil the Workforce Development and Sustainment Division (G-WPC-3) of their intent to use the pilot program and indicate estimates of the number of military and civilian members to be covered.
 - b. Each command or participating organization must establish written procedures to control and monitor the pilot program to avoid any adverse organizational impact. These procedures must

include the following local parameters to establish a Gliding Flexible Work Schedule and/or Credit Hour Pilot Program.

4. Gliding Work Schedule:

- a. Identify a nine-month or longer time frame.
- b. Identify core hours (time periods where a member must be present for duty).
- c. Identify flexible hours (time bands when a member can vary arrival and departure times and or mid-day breaks).
- d. Incorporate an uncompensated lunch period (at least 30 minutes).
- e. Specify employee procedures for notifying supervisors and timekeepers of daily schedule changes.
- f. Require participating commands or Coast Guard Headquarters directorates and special staff divisions at Headquarters to evaluate the program upon completion.

5. Credit Hour Program:

- a. Identify a nine-month or longer time frame.
- b. Identify procedures for recording and using credit hours.
- c. Require employees to use accumulated credit hours before a request to work a compressed work schedule (CWS) or change to a non-flexible work schedule will be effected.
- d. Require credit hours be earned and used in 15 minute increments.
- e. Orient employees/member regarding the differences between credit hours versus overtime and credit hours versus compensatory time. Indicate management must officially order and approve in advance both overtime hours and compensatory hours. There are different methods to accumulate and account for credit hours (24 hours), overtime hours (pay limitations), and compensatory hours (160 hours).
- f. Include scenarios identifying situations where it is appropriate to earn credit hours. Prior to earning credit hours supervisors must agree there is a legitimate business reason for the employee/member to earn credit hours.
- g. Require participating commands or Coast Guard Headquarters directorates and special staff divisions at Headquarters to evaluate the program upon completion.

6. Orientation: Inform participating employees/members of the work schedules and other conditions of the program. Power point orientation materials are available through Servicing Command Staff Advisors or Human Resource Specialists.

7. Evaluation: The evaluation of this pilot program is mandatory. Therefore, participating commands or Coast Guard Headquarters directorates and special staff divisions at Headquarters will e-mail their program evaluations using the enclosed form upon completion of the pilot or sooner if requested to jleung@comdt.uscg.mil (enclosure (3)). Although paper copies are not necessary, evaluation forms may be sent to the following address, U.S. Coast Guard, 2100 Second Street, S.W., Washington, D.C., 20593 Attention: G-WPC-3 (J. Leung).

Sample Local Notice

(Local Notice Number)

Subj: PILOT GLIDING FLEXIBLE WORK SCHEDULE AND CREDIT HOUR PROGRAM

Ref: (a) Implementing and Evaluating A Pilot Gliding Flexible Work Schedule and Credit Hour Program, COMDTNOTE 5330
(b) Office of Personnel Management (OPM) Handbook On Alternative Work Schedules (<http://www.opm.gov/oca/aws/index.htm>)
(c) Personnel Manual, COMDTINST M1000.6A

1. PURPOSE. This Notice establishes policies and procedures to implement a Gliding Flexible Work Schedule and a Credit Hour Program for a minimum nine-month trial period for civilian and military members in accordance with references (a) through (c). The law prohibits members and employees working on a Compressed Work Schedule from participating in a Gliding Flexible Work Schedule and Credit Hour Program.
2. ACTION. *(Name the subordinate office(s), division(s), and or branch(es))* chief(s) shall ensure compliance with the contents of this Instruction and ensure employees and members are made aware of the provisions of these programs. Prior to implementing the pilot Gliding Flexible Work Schedule and/or Credit Hour Program, local commanders must ensure their labor relations responsibilities have been met. Send an electronic mail message to the Coast Guard Headquarters point of contact indicating which programs have been approved and an estimate of the number of military and civilian members to be covered.
3. DIRECTIVES AFFECTED. Compressed Work Schedules for Coast Guard Members, COMDTINST, M5330.9 *(or reference the name of a locally issued instruction regarding compressed work schedules)* remains in effect. This notice temporarily authorizes a Gliding Flexible Work Schedule option and Credit Hour Program under the authority of 5 U.S.C. 6120-6126.
4. COVERAGE. This Notice applies to: (1) full and part-time civilian members, including Non-appropriated Fund (NAF) civilians; and, (2) military members. *(Commands may include or exclude selected units or categories of members to enable meeting organizational goals, missions, or needs, consistent with labor management considerations).*
5. DISCUSSION. Implementing a gliding schedule and a credit hour program offers the Coast Guard additional flexibilities for recruiting and retaining a high quality and diverse workforce. The pilot program reflects our support of these goals. Employees/members may elect to participate in this pilot program or other existing Coast Guard authorized work schedules.

6. EFFECTIVE DATE. The pilot program will be available from *(using a minimum nine-month period of time specify unit specific dates falling between 31 July 2002 through 30 September 03)*. Use of the pilot program expires on 30 September 2003.
7. Gliding Flexible Work Schedule Program Requirements:
 - a. Allows employees/members working a gliding flexible work schedule to make daily changes in start and stop times within flexible time bands. Members may use the midday flexible time band to extend their work day to accommodate personal needs such as: exercise programs, appointments or other short term errands. During core hour periods members are expected to be present at work or using approved leave. By law, employees participating in a Compressed Work Schedule are not authorized to use a Gliding Flexible Work Schedule.
 - b. Supervisory Responsibilities: Supervisors must implement the following procedures:
 - (1) Ensure employees/members and timekeepers are trained in the requirements and procedures of this pilot before implementing the program. Sample training materials are available through the *(insert name of the servicing Command Staff Advisor)* and also in the “What’s New Section” of the civilian personnel web page (<http://www.uscg.mil/hq/cgpc/cpm/news/newinf.htm>).
 - (2) Maintain business hour coverage on Monday-Friday from *(0730 to 1600 or local times if different)*.
 - (3) Coordinate office meetings based on participants’ work schedules.
 - (4) Direct changes in the work schedule to meet the management and operational needs of the work unit regardless of the cause e.g., workload, leave schedules, emergencies, etc. Schedule changes will not be changed arbitrarily and in most cases employee/members will be given at least a *(insert appropriate notice period e.g., one-week advance notice)*.
 - c. Employee/Member Responsibilities: Employees and members must use the following procedures:
 - (1) Complete an 8-hour workday plus a minimum 30-minute unpaid lunch period if working a full-time work schedule (Monday-Friday).
 - (2) If working less than a full-time work schedule (e.g., part-time, intermittent.) must take a 30 minute unpaid lunch if scheduled to work more than 6 hours in a workday.
 - (3) Use sign-in and sign-out sheets to record start and stop times and credit hours earned.
 - (4) As a courtesy, inform supervisors if there will be major deviations from the typical arrival and departure times and/or mid-day breaks.
 - d. Flexible Time Bands and Core Hours-Applicable Monday Through Friday of the Workweek:
 - (1) Morning Flexible Time Band: *(0600 to 0900 or local times if different)*
 - (2) Core Hour *(0900-1000 or local times if different)*
 - (3) Mid-Day Flexible Time Band: *(1000-1400 or local times if different)* (at least a 30 minute uncompensated lunch period must be taken within this time band)

- (4) Core Hours (*1400-1500 or local times if different*)
 - (5) Afternoon Flexible Time Band: (*1500-1800 or local times if different*)
 - (6) Flexible Time Bands- Applicable Saturday and Sunday of the Workweek:
(*0600-1800 or local times if different*)
8. Credit Hour Program Requirements: Allows employees/members to elect credit for work performed beyond their basic work schedule. A Credit Hour Program is not authorized for members participating in a Compressed Work Schedule program.
- a. Carryover
 - (1) By law, the number of credit hours carried over in a bi-weekly period is limited to 24 hours for full time employees.
 - (2) The number of credit hours earned by a part-time employee is prorated (no more than $\frac{1}{4}$ of the hours earned for carryover from one biweekly pay period to the subsequent pay period). For example, a part-time employee whose work schedule is 64 hours per biweekly pay period can carry over no more than 16 credit hours to the next pay period.
 - b. Credit Hour-Earning and Use
 - (1) Credit hours must be earned and used in 15-minute increments.
 - (2) Credit hours may be earned and used in the same pay period.
 - (3) Supervisors must approve the employee/member's request to use credit hours following the same procedures as an annual leave request.
 - (4) Employees/members must use any accumulated credit hours before a request to work a Compressed Work Schedule or request to move out of a Flexible Work Schedule will be effected.
 - (5) In most cases, an employee/member may not earn credit hours for travel.
 - c. Other
 - (1) Credit hours differ from overtime hours in that they are not officially ordered and approved in advance by management. However, prior to earning credit hours the supervisor must agree there is a legitimate business reason for the employee/member to work the credit hours.
 - (2) Credit hours also differ from compensatory hours or "comp time." Since compensatory time is a considered time off in lieu of overtime pay, "comp time" hours must be officially ordered and approved in advance by management. The number of compensatory hours earned is capped at a 160 hours by the Department of Transportation's payroll system.
9. Evaluation. At the completion of the pilot program, (*Divisions and/or Offices and/or Branches*) must provide information regarding the pilot program's benefits or adverse impacts (e.g., productivity, recruitment and retention of employees, service to the public, office morale,

Encl. (2) to COMDTNOTE 5330

operating costs) to the (*Executive Officer or other local point of contact*). A consolidated report must be electronically mailed to the Coast Guard Headquarters point of contact, jleung@comdt.uscg.mil. A sample copy of the evaluation format is provided in the COMDTNOTE as enclosure (3).

10. Labor-Management Considerations. The development, establishment, termination, or modification of a pilot Gliding Flexible Work Schedule and Credit Hour Program for bargaining unit civilian members is subject to the requirements of 5 U.S.C., Chapter 71, and any existing negotiated agreements, and requires union negotiations, where applicable. (*Insert name of the Servicing Command Staff Advisor*) can provide assistance with this process.

Evaluation-of A Pilot Gliding Flexible Work Schedule and/or Credit Hour Program

1. Name of Submitting Organization: _____
2. Point of Contact and Telephone Number: _____:
3. Did your organization use the Gliding Flexible Work Schedule Program?
Yes_____ No_____
4. Indicate the number of months for which a Gliding Flexible Work Schedule Program was used:
_____ months
5. Did your organization use the Credit Hour Program?
Yes_____ No_____
6. Specify the number of months for which a Credit Hour Program was used:
_____ months
7. Indicate numbers participating in the pilot Gliding Flexible Work Schedule-Program:
Number of supervisory Civilians_____
Number of non-supervisory Civilians_____
Number of Officers_____
Number of Enlisted_____
8. List the types of civilian occupations and military specialties participating in the Flexible Work Schedule Program:

9. Indicate numbers participating in the pilot Credit Hour Program

Number of supervisory Civilians_____

Number of non-supervisory Civilians_____

Number of Officers_____

Number of Enlisted_____

10. List the types of civilian occupations and military specialties participating in the Credit Hour Program:

11. Mark which method (s) were used to account for time:

____e-mail notification to supervisor and timekeeper during the pay period

____sign-in and sign-out sheets

____verbal notification during the pay period

____time clock

____other method used (please describe)_____

12. Mark the type (s) of work schedule communication which occurred before the civilian pay period began:

____face-face meetings with supervisor

____e-mail notification to supervisor and/or timekeeper

____verbal notification to supervisor

____other method used (please describe)_____

____none of the above

13. Attach a sample of the local schedule established which indicates core hour and flexible hour designations.

14. Mark any organizational benefits derived from implementing Gliding Flexible Work Schedule and/or Credit Hour Program:

- ☐ recruiting new workers
- ☐ retaining workers
- ☐ becoming more competitive with other public or private sector agencies
- ☐ improving service to the public through extended coverage hours
- ☐ improving office morale
- ☐ other (please describe) _____

15. Mark any adverse organizational impacts resulting from implementing the pilot program:

- ☐ decrease in productivity
- ☐ interference with the command's mission
- ☐ decreased service to the public
- ☐ increased operating costs
- ☐ increased administrative burden for scheduling

16. Indicate if your organization does endorse/does not endorse implementing a Gliding Flexible Work Schedule and/or a Credit Hour Program on a permanent basis? Please check only one.

☐ Endorse-**Gliding Flexible Work Schedule** ☐ Not Endorse

☐ Endorse-**Credit Hour Program** ☐ Not Endorse

17. Other comments: _____

